

CONFIDENTIAL

2 July 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Restoration of Forfeited Annual Leave - Claims of Services
Staff/DDO Personnel

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1. On 27 June 1974, DD/Pers/P&C and I met with Mr. Charles A. [REDACTED] Admin Officer for that group, to review a number of claims for restoration of leave in which [REDACTED] had concurred and which had been forwarded for [REDACTED] review and concurrence on behalf of D/Pers. The cases discussed were those of [REDACTED]

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2. Together we reviewed the background circumstances of each case as presented in the pertinent memorandum of request and questioned whether any additional information would be pertinent to consideration of the claim for restoration of leave. Finally it was agreed that the forfeiture of leave in each of the first four of the above cases related to work load factors per se and not to work demands related to circumstances which could properly be considered as exigencies of the public business of major significance. It was also agreed that no written "turndown" of these cases was necessary. [REDACTED] the decision to the individuals concerned and [REDACTED] will be available for any further discussion with the individuals as may be necessary.

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3. [REDACTED] expressed their belief that the [REDACTED] claim differed from the others in that the forfeiture of leave did result from unusual circumstances beyond management's control.

[REDACTED] to join the group. Based upon her explanation of the circumstances, all agreed that restoration was in order. DD/Pers/P&C will sign concurrence in [REDACTED] request for restoration of forfeited leave.

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Chief, Review Staff
Office of Personnel

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UNCLASSIFIED	xxx	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Review Staff/Office of Personnel	31 JUL 1974	
2	Room 626 C of C Bldg.		
3	Attn: Mr. [REDACTED]		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	xxx INFORMATION	SIGNATURE	
Remarks: <p>Jim, Attached is the restored leave which was reported to us by way of the employee's leave transcript [REDACTED]. I assume it does not have to be concurred on as is required on all others. Should my assumption be incorrect please let me know prior to my establishing the leave on our records.</p> <p style="text-align: right;">Thanks, [REDACTED] x2711</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Compensation and Tax Division			
Automated Payroll Operations Branch			
Room 711 Key Bldg. Extension 2587			
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FORM NO. 1-67

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